


## Creating a Punchout Order

### This Quick Reference Guide (QRG):

Describes the process for creating a requisition and purchase order using the Punchout (G2B) functionality in COMMBUYS.  
(G2B – Government to Business)

### Of Special Note:

- Prior to launching COMMBUYS, turn off the pop-up blocker in your browser.
- COMMBUYS Punchout Catalogs are supported by most standard browsers except Apple Safari.

Step	Action
1	Log In to COMMBUYS.
2	<p>Click on the <b>Settings</b> Icon in the upper right corner of the page. </p> <p>Select <b>G2B Punchout</b> from the dropdown menu</p> <p>Result: The G2B Punchout Shopping menu displays</p>
3	<p>From the G2B Shopping menu select the following:</p> <ul style="list-style-type: none"> <li>• <u>Vendor Dropdown</u>: Select desired Vendor</li> <li>• <u>Department</u>: Defaults; alternate department may be selected</li> <li>• <u>Location</u>: Defaults; alternate location may be selected</li> <li>• <u>Ship-To Address</u>: Defaults; alternate address may be selected</li> <li>• <u>Bill-To Address</u>: Defaults; alternate address may be selected</li> </ul> <p><b>Note:</b> <i>If you wish to choose a different department, location, ship-to or bill-to address, you must select it at this time. Changes to this information cannot be made once you leave this page.</i></p> <p>Click the <b>Punchout</b> button</p> <p>Result: You have left COMMBUYS and entered the Punchout (G2B) website of the vendor you selected.</p>
4	<p>Items may be located and added to a virtual shopping cart by:</p> <ul style="list-style-type: none"> <li>• Entering a keyword in the search box at the top of the page, or</li> <li>• Clicking on featured categories or tabs</li> </ul> <p>Either method will provide a more detailed list of selections. Continue searching until you locate a list of your desired items. If known, you can also try searching by part number or serial number to pull up an exact match of the item you want.</p> <p><b>User Tip:</b> Catalog searches should start with a broad description. e.g. “pen” rather than “black gel pen.” More detail may be added to filter the results.</p>
5	<p>When you locate a specific item, enter the quantity desired and click <b>Add to Cart</b>. Continue shopping until finished.</p> <p>When finished, click <b>View Shopping Cart</b> to ensure your order is correct and complete.</p> <p>Click on <b>Checkout/Proceed to Checkout/Continue to Checkout</b> or <b>Return to Buying Application</b>.</p> <p><b>Note:</b> <i>Each vendor’s Punchout catalog is slightly different. To complete your order, you will click on different buttons to complete your item selection and return back to COMMBUYS to complete your order. Changes cannot be made to your items once you leave this page.</i></p>

Step	Action
6	<p>After checking out, if a pop-up message displays: <i>"The webpage you are viewing is trying to close the tab. Do you want to close this tab?"</i> Click <b>Yes</b>.</p> <p>You have now returned to COMMBUYS. A requisition has been created with the items you selected.</p>
7	<p>Verify all information is correct. You may make changes to the following Tabs/fields:</p> <p><b>General Tab:</b></p> <ul style="list-style-type: none"> <li>• <u>Short Description</u>: Enter additional information or overwrite existing as required by your internal procedures</li> <li>• <u>Contact</u>: Optional if the contact person is different than the Buyer who is processing the order. This name will be part of the Ship-To Address on the shipping label.</li> <li>• <u>Alternate ID</u>: Enter information as required. This may include data such as MMARS encumbrance ID or an in-house financial system transaction number for non-MMARS users.</li> <li>• <u>Special Instructions</u>: Enter information as required. This may include data such as shipping drop off info, locations, etc. (50 Character max)</li> </ul> <p>Click the <b>"Save and Continue"</b> button.</p> <p>Attachments, Notes, and Reminders may be added as necessary.</p>
8	<p>Go to the <b>Summary</b> tab and verify all information is correct.</p> <p>Scroll to the bottom of the page and click <b>Submit for Approval</b>.</p>
9	<p><b>Approval:</b></p> <p>Your order will go through the appropriate approval path. Once approved, you will receive an email from COMMBUYS.</p> <p>If you do not have approval paths set up in your agency, Select the <b>"Automatic Approval"</b> button.</p> <p>Click <b>"Save and Continue."</b></p>
10	<p>Once you have an approved Requisition, it will automatically create a purchase order and be sent directly to the Vendor for processing. You will receive a "PO Sent" email from COMMBUYS.</p> <p>The top right corner of your Requisition on the Summary page indicates – <b>Status: Gone to PO</b></p> <p>The top right corner of your Purchase Order on the Summary page indicates – <b>Status: Sent</b></p>

## Additional Resources:

### COMMBUYS System Questions

COMMBUYS Help Desk

Email: [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov)

Phone: 888-MA-STATE